



Warlpiri Media Aboriginal Corporation

ICN 8336 ABN 65 345 684 535

(trading as PAW Media and Communications)

LPO Yuendumu, via Alice Springs, NT 0872

Ph 08 8993 7500 Fax 08 8956 4100

POSITION DESCRIPTION

TITLE	Operations Manager
RESPONSIBLE TO	General Manager
POSITION BASED	Yuendumu
SALARY	\$TBC + Superannuation

The Operations Manager is responsible for assisting the General Manager (GM) with:

- 1) Development, implementation and review of policies and procedures
- 2) Financial planning, management and reporting
- 3) Organisational administration
- 4) Human resources
- 5) Grant and contract management
- 6) IT management.

The duties of the Operations Manager are as follows:

Financial Planning, Management and Reporting

- Assist GM to ensure effective governance of finances
- Contribute information for1 budget development
- Ensure adequate and timely financial tracking, cash flow and financial reporting
- Ensure the Corporation's directors, GM and staff have timely and accurate financial information
- Ensure the prompt processing of all income, payments and banking
- Assist GM and external book-keepers with preparation of the Corporation's annual audit

Strategy, Planning and Reporting

- Contribute information to organisational strategy and planning
- Assist GM and staff in the implementation of any Annual Plan and Strategic Plan
- Assist GM in the preparation of the Corporation's annual report, and Board reports

Administration and Management

- Support the organisation's general administration
- Ensure the development of efficient office management procedures
- Manage Corporation insurance, mail, reception and supplies
- Ensure compliance with required policies & procedures
- Assist GM in regular reviews of policies and procedures
- Manage fleet bookings, vehicle maintenance and registration.
- Manage staff accommodation and maintenance of properties and premises
- Manage travel bookings
- Manage media permits

Human Resources

- Assist GM with the development of employment processes including performance planning and induction. Ensure effective implementation of said processes
- Assist the Corporation's directors, GM and other management staff in the recruitment, induction and administration of staff/volunteers/contractors/directors as may be required
- Ensure effective IT systems and organisational network administration
- Ensure compliance with all legal obligations relating to employment and human resource requirements.

Contract and Grant Management

- Assist GM with grant and contract reporting, and other administrative functions to ensure successful completion of grants and contracts
- Ensure timely invoicing and adequate accounting procedures to satisfy contractual obligations
- Assist GM in the preparation of reports, as required, to the Corporation's funding sources with respect to the Corporation's progress in delivering on its contractual obligations
- Perform relevant research to identify available grant opportunities
- Assist GM to ensure that grants are secured according to the operational and financial needs of the Corporation, as determined by the Corporation's directors and in compliance with the Corporation's Strategic and Annual Plans
- Monitor organisational expenditure and advise on strategies and measures to ensure that organisational expenditure is in line with approved budgets.

IT Management

- Assist GM to ensure the development of effective IT systems and communications networks, and coordinate IT maintenance
- Manage IT consultants that provide services such as data backup, software updates, server management, computer maintenance and telephone systems